

Inventory- ~~VAC~~ TRAK Quick Reference Guide -Inventory

Search/Add a New Lot Number

The Lot Number function allows you to track your vaccine inventory and gives you access to several helpful reports described in this quick reference guide.

1. Using the navigation menu click on the **Lot Numbers** menu heading.
2. Click Search/Add to go to the *Lot Number Maintenance* page.
3. Select the type the Vaccine and the Facility name.
4. Click the **Search** button.
5. If the lot number appears in the Search Results, see *Adjusting Total Doses on a Lot Number* for next steps. If the lot number does not appear, click **Add** to go to the *Lot Number Maintenance (Add)* page.
6. Select the Vaccine and Manufacturer from the dropdown list and type in the Expiration Date. **It is critical to select the appropriate vaccine.**

NOTE: The system automatically selects the "Yes" radio button, indicating the vaccine is *Publicly (State) Supplied*. If the vaccine is privately purchased and **not** state-supplied, click on the "No" radio button.

7. Click the **Add** button to go to the Add To Total Doses page.
8. Select the Reason for Change from the drop down list.

NOTE: If the vaccine is a state-supplied vaccine, select *Received from VFC Program* from the drop down list.

9. Enter the Total Number of Doses received.
10. Click the **Submit** button to save the lot number to VacTrAK.

Lot Number Search Diagram

The diagram shows the 'Lot Number Maintenance' form with the 'Search/Add Lot Number - Search Required Before Adding' section. It includes dropdowns for Vaccine, Manufacturer, Facility (PROVIDENCE CLINIC), and Inactive Reason. A 'Search' button is at the bottom right. A callout box points to the 'Search Results' table with the text: 'If the lot number appears in the search results, click on the select arrow to edit the lot number.' The table has columns: Select, Facility, Manufacturer, Lot Number, Vaccine, Pub Supp, Exp. Date, and Inactive. It lists three results: 1. HEATHY KIDS CLINIC, ALPHA, 123123, Pneumococcal (PCV7), Y, 12/12/2007. 2. HEATHY KIDS CLINIC, AVENTIS BEHRING L.L.C., 12345678, DTaP, Y, 12/12/2007. 3. HEATHY KIDS CLINIC, GLAXOSMITHKLINE, 123456, IPV, Y, 12/13/2006. A second callout box points to the 'Add' button at the bottom right with the text: 'If the lot number does not appear, click the ADD button to add the vaccine to your inventory.'

Edit a Lot Number Diagram

The diagram shows the 'Lot Number Maintenance (Update)' form. It includes dropdowns for Manufacturer (GLAXOSMITHKLINE-SKB), Lot Number (GSK99829), Vaccine (DTaP), and Facility. It also has fields for Doses Used (1), Doses Wasted (0), Doses Available (969), Doses Total (970), and Expiration Date (10/01/2010). There are radio buttons for 'Publicly Supplied' (Yes) and 'No (Local Purchase)'. A 'Save' button is at the bottom right. A callout box points to the 'Add Doses(+)' and 'Subtract Doses(-)' buttons with the text: 'Modify many aspects of the lot, including add/subtract doses.'

Add (+) to Total Doses Page Diagram

The diagram shows the 'Add (+) To Total Doses' form. It includes dropdowns for Reason for Change, Date of Transaction, and Publicly Supplied. It also has a text field for Number of Doses Added. A 'Submit' button is at the bottom right. A callout box points to the 'Reason for Change' dropdown with the text: 'Correction of invalid entry'.

To change number of doses, enter your dose information above. Complete as many of the fields as possible. Required fields are indicated by red text.

Adjusting Total Doses on a Lot Number

Use the following steps to make adjustments to your vaccine inventory. These steps will help ensure that your monthly inventory reports are correct!

1. Search for the Lot Number and click on the select arrow next to the Lot Number from the *Search Results*.
2. From *Lot Number Maintenance* page Click **Edit**.
3. A message box will appear indicating that while the lot number is in edit mode, it cannot be selected for entry into a vaccination record. Click **OK** to move to the *Lot Number Maintenance (Update)* page.
4. You may modify the expiration date and/or inactivate the selected lot number.
5. To add or subtract doses, click on the appropriate button to move to the *Add (+) or Subtract (-) Total Doses* page.
6. Select the reason for the adjustment from the dropdown menu.
7. Enter the total doses to be added or subtracted and then click the **Submit** button. This will return you to the *Lot Number Maintenance (Update)* page.
8. Save your changes to the system by clicking the **Save** button. If you do not click the **Save** button and move to a different page, you will lose any changes you made.

NOTE: Inactivating the selected lot number will take the lot number off of the selection popup menu for users entering an administered vaccine in a patient's record. This can be helpful because it ensures that users can only select lot numbers that are currently being used in your clinic. If you receive the lot number again from the State or private vender, it is easy to reactivate the number by un-checking the box next to the word *Inactivate*.

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Vaccine Administered Report

This report may be used as an aid to complete the monthly usage report as required for ordering vaccine from the Immunization Program.

1. Using the navigation menu, click on the **Reports** heading.
2. Click on Report Module to bring up the *Reports* page.
3. Under the Vaccines for Children heading, click on Vaccine Administered to bring up the *Vaccine Administered Report*.
4. Select the criteria for your report: Vaccination Date Range, Facility and Funding Type (public is state-supplied vaccine, private is vaccine purchased by your IRMS).
5. Click the **Create** button to generate the report which will be displayed in a separate browser window.
6. Print the report using your browser's print function.

Vaccine	Dose #	Months					Years										65+	Total
		< 3	3-5	6-7	8-11	12-23	2-3	4-6	7-11	12-13	14-18	19-24	25-44	45-64				
DTaP	1	36	34	25	12	1119	114	55	6	1	1	1	1	0	0	1405		
	2	0	11	5	3	111	17	249	3	0	0	0	1	0	0	400		
	3	0	1	7	3	30	16	49	1	0	1	0	0	0	0	108		
	4	0	0	0	0	178	86	63	1	0	0	0	0	0	0	328		
	5	0	0	0	0	1	11	842	2	0	0	0	0	0	0	856		
	6	0	0	0	0	0	0	11	2	0	0	0	0	0	0	13		
	Total	36	46	37	18	1439	244	1269	15	1	2	1	2	0	0	3110		
DTaP/Hep B/IPV	1	1812	165	43	28	27	27	18	1	1	1	1	1	0	0	2125		
	2	0	1686	145	44	26												
	3	0	116	1336	159	65												
	4	0	0	0	1	4												
	Total	1812	1967	1524	232	122												
Report Criteria:																		
IRMS: 1026 - TEST PROVIDER																		
Facility: All																		

Lot Number ⇒
Summary

Lot Number Summary Report

This report may be used as an aid to complete the monthly inventory report as required for ordering vaccine from the Immunization Program.

1. Using the navigation menu click on the **Reports** menu heading.
2. Click on Report Module to bring up the *Reports* page.
3. Under the Vaccinations heading, click on Lot Number Summary to bring up the *Lot Number Summary* page.
4. Select the criteria for your report.
5. Click the **Create Report** button to generate the report.
6. Print the report using your browser's print function.

Report Criteria:					Report Date: February 2, 2009								
IRMS:	1026 - TEST PROVIDER												
Facility:	All												
VFC PIN:	999998												
Vaccine Name:	All	Include Inactive Lots:	No										
Manufacturer:	All	Include Expired Lots:	No										
Expiration Date Range:	All	Publicly Supplied Only:	No										
Report Date Range:	All	Sort Order:											
Lot Number	Vaccine Name	Manufacturer	Expires	Publicly Supplied	Doses Available	Doses Used	Doses Wasted	Doses Total	Inactive				
DTAPTEST	DTaP	ABBOT	12/31/2012	Y	16	4	0	20					
GSK99828	DTaP	GLAXOSMITHKLINE	10/01/2010	Y	969	1	0	970					
TESTDTAP	DTaP	ABBOT	12/31/2012	Y	17	3	0	20					
Total for DTaP					1002	8	0	1010					

View Lot Log

The View Lot Log report allows you to view activity for doses received, added and/or subtracted for a specific lot number. It does not show the doses administered (See *Vaccine Administered Report*).

1. After searching and selecting a Lot Number from the *Lot Number Maintenance* page, click the **View Lot Log** button.
2. To print the log, use your browser's print function to print the page.
3. To return to the *Lot Number Maintenance (Detail)* page, click the **Back** button.

Lot Recall Listing Report

In case of a manufacturer lot recall, run a report to determine patients that received a particular lot of vaccine.

1. Using the navigation menu, click on the **Reports** menu heading.
2. Click on Report Module to bring up the *Reports* page.
3. Under the Vaccinations heading, click on Lot Recall Listing to bring up the *Lot Recall Report Listing* page.
4. Select the Lot Number you want to recall.
5. Click the **Create Report** button to generate the report.
6. This report shows the patient's name, date of birth, vaccination date, and facility where vaccinated.